



# ST. FRANCIS DE SALES COLLEGE

A FRANCISIAN INSTITUTE OF HIGHER EDUCATION **AUTONOMOUS**

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## END SEMESTER EXAMINATION – NOV/DEC 2025

### ENGLISH – III SEMESTER BA

#### 25ECD3X – EMPLOYABILITY SKILLS FOR CAREER DEVELOPMENT

Time: 1 Hour 30 Minutes

Max. Marks: 40

**Instruction:** Answer should be written completely in English.

#### SECTION - A

**I. Answer all FIVE questions. Each question carries TWO marks.**

**(5X2=10)**

1. Define the concept of self-awareness?
2. Explain the meaning of “tone” within the context of professional communication.
3. Identify and examine two factors that can hinder effective communication.
4. List two skills required to deliver an effective presentation.
5. Assess the significance of career guidance in personal and professional development.

#### SECTION - B

**II. Answer any FOUR questions. Each question carries FIVE marks.**

**(4X5=20)**

1. Why is confidence considered crucial during a job interview?
2. How does understanding a candidate’s strengths and weaknesses contribute to the interview process?
3. Examine the relationship between goal setting and effective time management.
4. What strategies can you use to prevent misunderstandings when communicating with others?
5. List the key Do’s and Don’ts to follow during a job interview.
6. Why is teamwork important for the success of a group, and how does it contribute to a team’s overall performance?

#### SECTION – C

**III. Answer any ONE question. Each question carries TEN marks.**

**(1X10=10)**

1. Explain the various forms of nonverbal communication and describe how each conveys meaning.
2. Discuss the advantages of setting personal goals and how they contribute to individual growth.

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